

ANNUAL COUNCIL MEETING – 16 MAY 2012

At the Annual meeting of the Sprowston Town Council held at Sprowston Diamond Centre, School Lane, Sprowston on Wednesday 16 May 2012, the following Members were present:-

Mr K Lashley – Chairman

Mr C E Cutting	-	Mrs B J Lashley
Mr R B Dyball	-	Mr C L Noble
Mrs S A A Dyball	-	Mrs M R Roberts
Mr R J Knowles	-	Mrs H Tovell
Mrs J Hunt	-	Town Clerk and Responsible Financial Officer
Mrs E Elliot	-	Committee Officer
Mrs J Leggett	-	County Councillor Old Catton and Sprowston West
Mr N Shaw	-	County Councillor Sprowston North East and Thorpe St Andrew North West
Mr J Ward	-	County Councillor Sprowston Central and South East

7 Members of the public

The Chairman of the Council reported the death of Mrs Jasmine Farrington who served on the Council from 1991 to 1995 advising that he would be attending the funeral and passing on the Council's condolences to the family.

The Chairman also advised that he had received a letter from the Independent Order of Odd Fellows Friendly Society asking this Council to help promote the Oddfellows Brass in Concert to be held 16 June 2012, the concert, being in part, an event to celebrate the life of Dalmain Dewgarde who passed away earlier this year.

12/101. APPOINTMENT OF CHAIRMAN

The Chairman of the Council, Mr K Lashley, occupied the Chair and invited nominations for the appointment of Chairman of the Council for the ensuing year.

On the motion of Mr R B Dyball, seconded by Mr C E Cutting it was

RESOLVED that Mr K Lashley be elected Chairman of the Council for the ensuing year.

12/102. DECLARATION OF ACCEPTANCE OF OFFICE

Mr K Lashley signed the Declaration of Acceptance of Office as Chairman of the Council in the presence of the Town Clerk, thanked Members for his appointment and then held the office of Chairman for the rest of the meeting

12/103. DECLARATIONS OF INTEREST

Member	Minute No & Heading	Nature of Interest
Mrs H Tovell	Minute 12/114 5.2, Consultation for the Federation of Governing Bodies of Old Catton and White Woman Lane Junior Schools	Former Governor of White Woman Lane School

12/104. APOLOGIES FOR ABSENCE

Written apologies for absence were received from Mrs A Harper, Mr J H Mallen, Ms C T Rumsby and verbal apologies were received from Mr J W Bracey, Mr W F Couzens and Ms M Ho.

12/105. APPOINTMENT OF VICE-CHAIRMAN

On the motion of Mrs B J Lashley, seconded by Mrs S A A Dyball it was

RESOLVED that Mr R J Knowles be re-elected Vice-Chairman of the Council for the ensuing year.

12/106. MINUTES

The Minutes of the Council meeting held on 25 April 2012, having previously been circulated to all Members, were confirmed and signed by the Chairman of the Council.

12/107. POLICE LIAISON OFFICER'S REPORT

The Chairman welcomed to the meeting PC Keith Lambert, who elaborated on some of the incidents recorded in the crime statistics for Sprowston, previously circulated.

12/108. RESIDENT'S QUESTIONS

On the motion of Mr C E Cutting seconded by Mrs M R Roberts it was **RESOLVED** that the meeting be adjourned to receive residents' questions on matters concerning the town. Residents were reminded that their questions should be addressed to the Chairman who would, assisted by the Town Clerk, reply.

Mr J Ward reported that Ian Monson had been elected Chairman and James Shrimplin Vice-Chairman of Norfolk County Council at their Annual meeting held 8 May 2012.

Further to his report at the previous meeting of the Council regarding helicopter noise Mr N Shaw advised that he would be attending a meeting in London on 18 May 2012 and would be able to provide more detail following this date.

Mrs J Leggett reported on the consultation for the Federation of the Governing Bodies of Old Catton Church of England School and White Woman Lane Junior School to create one governing body.

Mrs M Howes enquired as to whether the Town Council had commented on the route of the Northern Distributor Road and expressed her horror that it was proposed to cross the hollow on the A1151 which was subject to flooding.

In response Mrs Howes was advised that individual Councillors had raised their point of view at the exhibition held by Norfolk County Council.

The meeting was reconvened.

12/109. APPOINTMENT OF MEMBERS TO SERVE ON STAFF DISCIPLINE, GRIEVANCES AND CLERK'S REVIEW PANEL

RESOLVED that appointments be made to serve on the Staff Discipline, Grievances and Clerk's Review Panel for the ensuing year as follows:

M. J.

12/109. APPOINTMENT OF MEMBERS TO SERVE ON STAFF DISCIPLINE, GRIEVANCES AND CLERK'S REVIEW PANEL (CONTINUED)

Mr R B Dyball
Mrs M R Roberts

Mrs B J Lashley
Mrs H Tovell

12/110. APPOINTMENT OF MEMBERS TO SERVE ON THE STAFF APPEALS PANEL

RESOLVED that appointments be made to serve on the Staff Appeals Panel for the ensuing year as follows:

Mr W F Couzens
Mr R J Knowles

Mr C E Cutting
Mr C L Noble

12/111. APPOINTMENT TO ALLOTMENT HOLDERS LIAISON GROUP

RESOLVED that appointments be made to serve on the Allotment Holders Liaison Group for the ensuing year as follows:

Mr J W Bracey
Mr R B Dyball

Mr W F Couzens
Mr K Lashley (ex-officio)

12/112. APPOINTMENT OF MEMBERS TO SERVE ON THE FOLLOWING WORKING GROUPS

(a) Community Festival Working Group

Mrs S A A Dyball
Mr J H Mallen

Mr K Lashley (ex officio)
Mr C L Noble

Ms C T Rumsby

(b) Community Building Working Group

Mr J W Bracey
Mr K Lashley (ex officio)
Mr C L Noble

Mr C E Cutting
Mr J H Mallen
Ms C T Rumsby

(c) Neighbourhood Plan Working Group

Mrs B J Lashley
Mr J H Mallen
Mrs H Tovell

Mr K Lashley (ex-officio)
Ms C T Rumsby
Mr C L Noble

(d) Youth Facilities Working Group

Mrs S A A Dyball
Mr K Lashley (ex officio)

Ms M Ho
Mr C L Noble

Ms C T Rumsby

12/113. APPOINTMENT OF MEMBERS TO SERVE ON EXTERNAL ORGANISATIONS

RESOLVED that Members be appointed to serve on the following external organisations for the ensuing year as follows:

(a) Norwich Airport Consultative Committee

Mrs B J Lashley (substitute Mr C E Cutting)

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12/113. APPOINTMENT OF MEMBERS TO SERVE ON EXTERNAL ORGANISATIONS
(CONTINUED)

(b) Sprowston Senior Citizens Welfare Committee

Mr J W Bracey

Mr K Lashley

(c) Safer Neighbourhood Panel

Mr W F Couzens (substitute Mrs B J Lashley)

12/114. REPORT OF THE TOWN CLERK

ALLOTMENTS, PARKS AND OPEN SPACES

1.1 No matters were reported

CEMETERY

2.1 No matters were reported

STREET LIGHTING

3.1 No matters were reported

CENTRAL ADMINISTRATION AND PERSONNEL

4.1 Norfolk Constabulary Safer Neighbourhood Action Panel

The Town Clerk reported that the following priorities had been agreed at the Safer Neighbourhood Action Panel meeting held on 30 April 2011 at Gage Road Chapel, Sprowston:

- anti-social behaviour including underage drinking and minor criminal damage at Sprowston Recreation Ground and surrounding area, defined by Allens Lane, Wroxham Road, Barkers Lane and North Walsham Road;
- inconsiderate parking outside Sprowston, Spixworth and Old Catton schools to be monitored;
- inconsiderate parking outside Tesco Express and Merlin Avenue to be monitored.

4.2 Sprowston Diamond Centre

Having considered the report of the Town Clerk and draft plans submitted by Bidwells for the layout of the west end of the building and middle section of the proposed building it was

RESOLVED

to accept, in totality, the layout of the building as presented by Bidwells and instruct the Town Clerk to progress with consultants the redevelopment of Sprowston Diamond Centre, and present for consultation to the public at the 2012 Summer Fete.

4.3 Sprowston Youth Engagement Project

In order to help the newly formed Sprowston Youth Engagement Project establish and promote youth activity in Sprowston it was

Y/L

12/114. REPORT OF THE TOWN CLERK (CONTINUED)

RESOLVED

to offer Sprowston Youth Engagement Project hire of a room at Sprowston Diamond Centre at a cost of £20 per evening from 6.00pm until 9.00pm for a period of six months, reverting to £36 per session thereafter, the offer being specific to this group and not set a precedent for other organisations.

4.4 Village Green Rural Touring Cinema

Having considered the report of the Town Clerk with regard to an initiative operated through Creative Arts East to promote screening of up to date classic films in areas where there are no such facilities locally, together with associated costs, should the Council accommodate such a scheme at Sprowston Diamond Centre it was

RESOLVED

to progress this initiative on a trial basis including associated costs.

4.5 Park Supervisor

Members noted the Town Clerk's report of a claim for damages against this Council.

PLANNING AND TRANSPORTATION

**5.1 Norfolk County Council –
Mineral Site Specific Allocations Development Plan Document and
Waste Site Specific Allocations Development Plan Document: Pre-
Submission Documents: Invitation to make Representations**

Members noted the Mineral Site Specific Allocations Development Plan Document and Waste Site Specific Allocations Development Plan Document: Pre-Submission Documents were available for consultation.

**5.2 Consultation for the Federation of the Governing Bodies of Old Catton
and White Woman Lane Junior Schools**

Members considered the consultation document from the Federation of the Governing Bodies of Old Catton and White Woman Lane Junior Schools with regard to forming one governing body and expressed a number of concerns including governors being co-opted from staff, one local authority governor amongst eighteen where three would be expected, only five parent governors across two schools and work load and it was

RESOLVED

that the Town Clerk raise the Council's concerns with the Federation of the Governing Bodies of Old Catton and White Woman Lane Junior Schools as part of the consultation process.

12/115. FINANCIAL REGULATIONS

Members reviewed the Financial Regulations as presented and it was

RESOLVED

Handwritten initials: H P

12/115. FINANCIAL REGULATIONS (CONTINUED)

that no changes should be made to the Financial Regulations.

12/116. MEETING ADJOURNMENT

On the motion of Mrs M R Roberts, seconded by Mr R J Knowles it was

RESOLVED to adjourn the meeting for a short break.

The meeting was reconvened.

12/117. PLANNING

The Town Clerk reported that observations had been requested by the District Council's Head of Development Management & Conservation on planning applications received since the last meeting.

Having considered each application and the accompanying plans the Council

RESOLVED

- (a) to raise no observations or objection to the granting of the following applications:

2012/0619 - front porch at 5, Lowry Cole Road
2012/0626 - single storey rear extension at 185, Wroxham Road
2012/0672 - rear extension at 24, Greenborough Road

- (b) to raise no objection to the granting of planning application 2012/0651 - subdivision and alterations of A1 retail unit and change of use of new unit to class A3 (restaurant and café) or class A3/A1 at 11, Sprowston Retail Park, Salhouse Road subject to the hours of operation being restricted to those of other retail units in the retail park.

- (c) to oppose the granting of planning application 2012/0706 - change of use of ten parking spaces to hand car wash and valeting operation and erection of canopy and installation of office at Tesco Stores Ltd, Blue Boar Lane on the grounds that it reduces the number of existing parking spaces available to customers in an already busy car park, is too close to roadways and walkways which could potentially be covered in water runoff, would be an eyesore to those living opposite and detrimental to the amenities of future residents of dwellings already planned to be built close to the boundary with Tesco Ltd car park.

12/118. PAYMENT OF ACCOUNTS

The Town Clerk and Responsible Financial Officer presented the schedule of accounts to 16 May 2012 totalling £55,963.75 and answered Members' questions arising therefrom.

On the motion of Mr R J Knowles, seconded by Mrs M R Roberts it was

RESOLVED that payment of the accounts to 16 May 2012 totalling £55,963.75 be approved and the schedule authorising payment signed by Mrs B J Lashley and Mr R J Knowles.

yhj

12/119. SCHEDULE OF CREDIT CARD PAYMENTS

The schedule of credit card payments totalling £538.50 was approved and noted.

12/120. SCHEDULE OF FETE PAYMENTS

The Town Clerk and Responsible Financial Officer presented the schedule of Fete payments totalling £955.00.

On the motion of Mrs S A A Dyball, seconded by Mrs M R Roberts it was

RESOLVED that payment of the schedule of fete payments totalling £955.00 be approved and the schedule authorising payments signed by Mrs B J Lashley and Mr R J Knowles.

12/121. REPORTS FROM COUNCIL'S WORKING GROUPS

No written reports were received.

12/122. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

A written report was received from Mr J Ward County Councillor.

12/123. REPORTS FROM MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE ORGANISATIONS

Mrs B J Lashley gave a verbal report on her attendance at the Norwich Airport Consultative Committee meeting.

12/124. QUESTIONS UNDER STANDING ORDER NO. 8

No questions under Standing Order 8 were received.

There being no other necessary business the Chairman of the Council thanked Members for their attendance and declared the meeting closed.

6 June 2012



CHAIRMAN

